



ToRs – HEAD OF DIVISION OF HUMAN RESOURCES AND ADMINISTRATION

Job description

Position title	Head of Division, Human Resources and Administration	Type of contract	Fixed-term 3-year contract, renewable subject to satisfactory performance evaluation
Duty station	N'Djamena, Chad	Staff under his/her responsibility	XXX
Supervisor	Director of Administration and Finance (DAF)	Category	C3 of the working regime of LCBC

ABOUT LCBC

The Lake Chad Basin Commission (LCBC) is an Inter-State Organization which was established on the 22nd of May 1964 by the four Lake Chad riparian countries, namely Cameroon, Chad, Niger, and Nigeria. The Central African Republic (CAR) and Libya joined the Commission in 1996 and 2008 respectively, with the aim of promoting cooperation and management of water and other environmental resources in the Lake Chad Basin. Its mandate includes (i) the sustainable and equitable management of the waters of Lake Chad and other transboundary water resources in the Lake Chad Basin; (ii) the conservation of the ecosystems of the Conventional Basin; (iii) the promotion of regional integration, the preservation of peace and security in the Conventional Basin. This is particularly through the implementation of projects and programmes aimed at improving access to drinking water, strengthening the resilience of populations to climate change and consolidating peace and security in the region.

In recent decades, however, the LCBC has been facing complex multidimensional challenges such as environmental degradation, poverty, insecurity, drastic reduction in the surface area of the lake, due to droughts, excessive exploitation of resources and climate deterioration, etc.

Staff are a key element in the success of all activities undertaken by the Commission. Therefore, to have qualified, motivated staff adapted to the required services, the LCBC is recruiting a Head of Division, Human Resources.

THE FUNCTION

Under the direct supervision of the Director of Administrative and Finance (DAF), the Head of Division, Human Resources and Administration has the main mission of implementing a Human Resources management policy focused on the development of staff skills based



essentially on: (i) planning, (ii) organization, (iii) internal communication and (iv) monitoring and control.

THE ROLE

The Head of Division, Human Resources and Administration is responsible for performance management, capacity development, and career management in the Commission

KEY RESPONSIBILITIES

The main duties and responsibilities of the incumbent include, but not limited to, the following:

- Manage the LCBC's Human Resources (hiring of staff, integration, training, performance evaluation, management of benefits, conflict management, motivation of human resources, etc.);
- Ensure implementation of rules and regulations in terms of staff management;
- Assess needs in terms of staff, in collaboration with the Management;
- Draft or update all documents necessary for Human Resources Management (job description, evaluation tools, internal regulations, personnel file, staff monitoring sheets, training plan, work and internship certificates, internal memos, etc.);
- Establish and apply in collaboration with the Executive Secretariat the human resources management policies and procedures for the Institution;
- Organize and lead team building sessions for the employees of the organization ;
- Monitor the workforce and payroll, and develop statistical and forecasting tools for HR management;
- Managing the onboarding of newly recruited staff, drafting of contracts, hiring and termination, social security, insurance and health structures, social protection, integration into the payroll ;
- Monitor staff movements and prepare periodic status of attendance at workstations;
- Prepare files relating to performance evaluation and promotions;
- Ensure the processing and preparation of payrolls, pay slips, social security charges and employee income tax returns;
- Draft the periodic report on Human Resources Management and propose solutions for improvement.

QUALIFICATIONS

- Master's degree in human resources management, administration, law or related fields ;
- Certification in at least one of the areas of specialization in Human Resources Management ;
- At least 15 years of work experience in the fields described above; in a similar context;
- Minimum of 10 years of experience in Human Resources Management (proven experience in staff administration, recruitment, training, planning and retention), five



years of which should be in a supervisory or managerial position, acquired mainly at the regional or international level ;

- Experience in HR in a public or private institution or an international organization is an asset;
- Excellent communication and leadership skills;
- Experience leading a multicultural and multidisciplinary team;
- Strong negotiation skills and ability to effectively communicate and relate with stakeholders from diverse backgrounds.
- strong organizational and analytical skills, with high ability to synthesize;
- Proficiency in use of Information Technology tools;
- Good command of the English or French language. Mastery of both languages will be an advantage.
- Commitment to high ethical standards, integrity and transparency;
- Age limit: Maximum 50 years old.

To apply, please send your application (Letter of motivation, Curriculum Vitae, Criminal record dated less than 3 months, legalized copies of diplomas and work certificates, with 3 employer reference persons (preferably most recent employers), by, with the words "Application for the position of Head of Division of Human Resources" at the LCBC Executive Secretariat, Place de la Grande Armée, N'Djamena, Chad – P.O. Box. 727 or by email at: vacancy@cblt.org

Please note that the LCBC guarantees equal opportunities for everyone, promotes the diversity of its team and a zero-tolerance policy for bribery and corruption. In addition, it does not accept any payment as part of this recruitment process. Only shortlisted candidates will be contacted.